

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

CALFIRE
P.O.BOX 944246
SACRAMENTO, CA 94244-2460



Employee Name	<u>WALTERS, DEL</u>
Expense Dates	<u>08/14/09-09/02/09</u>
Total Expense Amount	<u>808.10</u>
Amount Due Employee	<u>500.90</u>
Form ID	<u>TEA000507108</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	08/29	Lodging	88.80	
2)	08/31	Lodging	92.40	
3)	09/01	Lodging	126.70	
4)	09/01	Parking, Auto	15.00	
5)	09/02	Parking, Auto	30.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:

JANET BARENTSON

Travel & Expense Account Summary

Employee Name DEL WALTERS
Expense Dates 08/14/09-09/02/09
Report Name August Fires

Request Total \$ 808.10
Direct Charge Total - 307.20
Travel Advances - 0.00
Net Due Employee = **500.90**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Oak Glen	621.30
Regular Travel	Station	128.80
Regular Travel	Lockheed	58.00

NOTE: (d)=Direct Charge

DATE	Fri Aug 14	Sat Aug 15								TOTAL
Dinner	18.00	18.00								36.00
Breakfast		6.00								6.00
Lunch		10.00								10.00
Incidentals		6.00								6.00
TOTALS \$	18.00	40.00								58.00

DATE	Sat Aug 29	Sun Aug 30								TOTAL
Lodging	88.80									88.80
Breakfast		6.00								6.00
Lunch		10.00								10.00
Dinner		18.00								18.00
Incidentals		6.00								6.00
TOTALS \$	88.80	40.00								128.80

Travel & Expense Account Summary

DATE	Mon Aug 31	Tue Sep 1	Wed Sep 2							TOTAL
Commercial Air Fare (d)	307.20									307.20
Lodging	92.40	126.70								219.10
Breakfast		6.00	6.00							12.00
Lunch		10.00	10.00							20.00
Dinner		18.00								18.00
Parking, Auto		15.00	30.00							45.00
TOTALS \$	399.60	175.70	46.00							621.30

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Lockheed	08/14/09	Dinner	18.00	Cash
Regular Travel	Lockheed	08/15/09	Breakfast	6.00	Cash
Regular Travel	Lockheed	08/15/09	Lunch	10.00	Cash
Regular Travel	Lockheed	08/15/09	Dinner	18.00	Cash
Regular Travel	Lockheed	08/15/09	Incidentals	6.00	Cash
Regular Travel	Station	08/29/09	Lodging	88.80	Cash
Regular Travel	Station	08/30/09	Breakfast	6.00	Cash
Regular Travel	Station	08/30/09	Lunch	10.00	Cash
Regular Travel	Station	08/30/09	Dinner	18.00	Cash
Regular Travel	Station	08/30/09	Incidentals	6.00	Cash
Regular Travel	Oak Glen	08/31/09	Commercial Air Fare	307.20	Direct Charge
Regular Travel	Oak Glen	08/31/09	Lodging	92.40	Cash
Regular Travel	Oak Glen	09/01/09	Breakfast	6.00	Cash
Regular Travel	Oak Glen	09/01/09	Lunch	10.00	Cash
Regular Travel	Oak Glen	09/01/09	Dinner	18.00	Cash
Regular Travel	Oak Glen	09/01/09	Lodging	126.70	Cash
Regular Travel	Oak Glen	09/01/09	Parking, Auto	15.00	Cash
Regular Travel	Oak Glen	09/02/09	Breakfast	6.00	Cash
Regular Travel	Oak Glen	09/02/09	Lunch	10.00	Cash
Regular Travel	Oak Glen	09/02/09	Parking, Auto	30.00	Cash